



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, वीरवार, 7 सितम्बर, 2006/16 भाद्रपद, 1928

हिमाचल प्रदेश सरकार

DIRECTORATE OF FIRE SERVICES, HIMACHAL PRADESH

OFFICE ORDER

Shimla-171002, 25th October, 2005

No. HOM(FS) HQ(A)(4)1/04-5690-5725.—Pursuant to Principal Secretary (AR) to the Government of Himachal Pradesh letter No. PER(AR)F(7)-2/98-Vol-I(loose) dated 9th September, 2005, the following officials are designated as Public Information Officer/Assistant Public

Information Officers in respect of the Fire Services Department.:-

| Sl. No. | Office | Official | Designated | Appellate Authority |
|---------|---------------------------------|----------------------------|------------------------------------|------------------------|
| 1. | Directorate H.P. Fire Services. | Chief Fire Officer. | Public Information Officer. | Director Fire Services |
| 2. | -do- | Superintendent Gr.-II. | Asstt. Public Information Officer. | -do- |
| 3. | Fire Division Shimla | Commandant | Public Information Officer. | -do- |
| 4. | -do- | Div. Fire Officer. | Asstt. Public Information Officer. | -do- |
| 5. | Fire Training Centre | Div. Fire Officer | Public Information Officer | -do- |
| 6. | -do- | Sub Fire Officer. | Asstt. Public Information Officer. | -do- |
| 7. | Fire Stations. | Commandant. | Public Information Officer | -do- |
| 8. | -do- | Station /Sub Fire Officer. | Asstt. Public Information Officer | -do- |

In the absence of Public Information Officer, Asstt. Public Information Officer concerned will perform the duties of Public Information Officer.

At all levels Public Information Officers/Asstt. Public Information Officer will perform the duties and functions as laid down in the Right to Information Act, and they will be responsible for accepting, processing of application and sending the replies/giving information to the public or applicant and a copy of such reply or information supplied by them, invariably should be endorsed to the State Headquarters of Fire Services for record.

INFORMATION IN RESPECT OF HIMACHAL PRADESH FIRE SERVICES

CHAPTER 1

INTRODUCTION

The Fire Stations in the state functioned under the control of Municipal Committees till the year 1972, but thereafter the state Govt. took over the control of fire stations at various places in the State, as the fire services were generally being run by Municipal Committees/Corporations prior to that. During the succeeding years some fire stations were opened. The Himachal Fire Fighting Services Act came into force in 1984. The act ibid and its amendment are enclosed as Annexure 'A' and 'B'. There are 22 fire stations in the state a list of which is annexed as annexure 'C'.

Organisation of Fire Services :

The Fire Services Department in Himachal Pradesh is headed by Director Fire Services who is assisted by a Chief Fire Officer posted in the Directorate located at Shimla and the Directorate also has a Fire Prevention Wing under a Divisional Fire Officer. This wing is responsible for suggesting fire prevention and protection measures. A fire station is headed by a Station Fire Officer/Sub Fire Officer under the overall supervision of Commandant Home Guards of the respective Distts.

Training :

The basic training to firemen is imparted at State Fire Training Institute which is located in Baldeyan at a distance of about 22 Kms from Shimla town. The Fire Training Centre is headed by an officer of the rank of Divisional Fire Officer. The fire personnel are also sent to National Fire Service College Nagpur for professional courses/training.

Fire Stations :

Based upon the demographic and industrial characteristics of the towns twenty two fire stations have been set up in the state, which provide service round the clock. Typically each fire station has a compliment of three to four water tenders and other fire fighting and rescue equipment. In addition to the above, depending upon the requirement the fire stations have also been provided with DCP tenders, Combined Foam and Co2 tenders, Jeep Fire Engines and Motor Cycles. The authorised strength of a fire station varies from station to station, however, efforts are afoot to have the fire stations classified as ones located at Distt. Headquarters and others and accordingly have their manpower authorized.

Duties & Functions :

The prime duty of the organization is to protect life and property from fire. The different functions are as under:—

To prevent / combat fires.

- Issue of fire safety guide lines.
- Issue of no objection certificate from fire safety.

- Fire safety arrangements during public and private functions.
- Issue of Fire reports.
- Organizing fire safety lectures/demonstrations/training/awareness programme.
- Provision of standby arrangements.

The organisation works round the clock as far as the operational duties are concerned whereas the office hours are from 1000 hrs. to 1700 hrs.

CHAPTER 2

POWERS AND DUTIES OF OFFICERS.

(i) Director Fire Service :

The Director Fire Services controls the department of H.P. Fire Services Department. The superintendence and of the service is vested in him in accordance with the provisions of Himachal Pradesh Fire Fighting Services Act and rules made thereunder.

(ii) Chief Fire Officer:

The Chief Fire Officer assists the Director Fire Services in maintenance and control of the organization.

(iii) Divisional Fire Office/Fire Prevention Officer:

The Divisional Fire Officer is responsible for administrative and operational control of fire stations under his jurisdiction and he reports to Commandant Home Guards. The Fire Prevention Officer is posted in the Directorate and he is responsible for suggesting fire prevention measures in order to safeguard public property against fire.

(iv) Station Fire Officer/Sub Fire Officer:

Station Fire Officer/Sub Fire Officer is responsible for efficient functioning of the fire station in which he is posted and he reports to Commandant Home Guards of the District in which the Fire Station is located.

CHAPTER 3

PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS

Operational:

During fire fighting and rescue operations the officer-in-charge takes all the decisions independently and if required in consultation with his superiors/colleagues for saving life and property of citizens.

Administrative :

All matters related to administration are sent to Director Fire Services who gets them examined by the Chief Fire Officer. After the matter is put up to him by the Chief Fire Officer, he takes a decision and disposes of the matter as per rules or else if it is not within his powers the matter is referred to the State Government for their decision /directions.

Fire Prevention :

All building plans in respect of buildings of above 15 metres of height, industrial units and commercial establishments dealing with or using explosive and highly inflammable substances require " No Objection Certificate" from Director of Fire Services or Chief Fire Officer on the recommendations of Divisional Fire Officer or Station Fire Officer concerned. Accordingly all such cases are scrutinized by the Fire Prevention Officer who is incharge of the Fire Prevention Wing established in the office of the Chief Fire Officer and submitted for further action to the Chief Fire Officer.

CHAPTER 4**NORMS SET FOR THE DISCHARGE OF FUNCTIONS/DUTIES**

| Sl. No. | Activity | Responsibility | Time Frame/Norm | Remarks |
|---------|--------------------------------------|----------------|--|--|
| 1. | Issue of Fire Report | DFO / STO | Within one week from the concerned DFO/STO as the case may be. | Request to be made after five days of the incident except in case of medium and above category. |
| 2. | Fire Safety guidelines | FPO | Within two weeks from the date of receipt of the case. | Provided all the information as per BBL/NBC is attached. |
| 3. | Issue of NOC | DFS/CFO | Within four weeks of receipt of the case. | Provided all fire safety guidelines have been incorporated. |
| 4. | Fire Safety Training | DFO / STO/ SFO | As per the time frame indicated in the request. | Fire Safety training / guidelines are given at the time of final inspection of the premises/fire fighting installations. |
| 5. | Provision of Fire Cover/Engines etc. | STO/SFO | As per availability | On payment of prescribed charges. |

CHAPTER 5**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS**

| Sl. No | Name of the Act, Rules, regulations etc. | Brief gist of the content | Reference no, if any | Price in case of publication |
|--------|--|--|----------------------|------------------------------|
| 1. | Conduct Rules | — | — | — |
| 2. | Building Byelaws-1983 | — | — | — |
| 3. | National Building Code of India-Part IV. | — | — | — |
| 4. | H.P.Fire Fighting Services and Fire Prevention and Fire Safety Act, 1984. | Minimum standard of fire safety in HR Building. | — | — |
| 5. | Cinematograph Act and Rule 2002 | Fire Safety in Cinema halls. | — | — |
| 6. | Fire safety guidelines in restaurant having seating capacity of 50 or more and height below 15 mtrs. | Minimum standard for existing restaurants. | — | — |
| 7. | Fire safety guidelines in school building height less than 15 mtrs. | Minimum standards for schools. | — | — |
| 8. | Drugs and Cosmetics Act | Fire safety in nail polish, drugs manufacturing. | — | — |
| 9. | Explosive Act and Rules 1983. | Fire safety guidelines for explosive & gas cylinder. | — | — |

CHAPTER 6

A statement of categories of document that are held by it or under its control

- Not applicable.

CHAPTER 7

Particular of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

- Not applicable, as formulation of policy is done at the level of Govt.

CHAPTER 8

A statement of boards, council, committee and other bodies constituted.

- Not applicable.

CHAPTER 9**DIRECTORY OF OFFICERS**

| Sl. No. | Designation | Office | Residence |
|---------|------------------------|---------------|---------------|
| 1. | Director Fire Service | 2811453 | 2671280 |
| 2. | C.F.O Fire Hdqrs. | 2623946 | 2652790 |
| 3. | D.F.O.Div. | 2657087 | 2623218 |
| 4. | D.F.O. F.T.C. Baldeyan | 2740288 | -- |
| 5. | ST.O .Mall Shimla | 2658976 & 101 | -- |
| 6. | S.T.O.Mall | 2652939 | 2830318 |
| 7. | S.F.O Boileauganj | 2830664 | 2831891 |
| 8. | S.F.O.Chhota Shimla | 2623269 | 2627918 |
| 9. | S.F.O. Kinnaur | 951786-222219 | 951786-222035 |
| 10. | S.F.O Rampur | 951782-233168 | 951782-233133 |
| 11. | S.F.O..Rohroo | 951781-240130 | 951782-240764 |
| 12. | S.F.O. Nahan | 951702-222500 | 951702-222832 |
| 13. | S.F.O Paunta Sahib | 951704-224466 | 951704-224465 |
| 14. | S.F.O. Bilaspur | 951978-222227 | 951978-222263 |
| 15. | S.F.O. Mandi | 951905-222900 | 951905-223219 |
| 16. | S.T.O. Kullu | 951902-222345 | 951902-222570 |
| 17. | S.F.O. Manali | 951902-252222 | 951902-253985 |
| 18. | S.T.O. Chamba | 951899-222290 | 951899-225115 |
| 19. | S.F.O. D/Sala | 951892-224992 | 951892-229499 |
| 20. | S.F.O. Kangra | 951892-264855 | - |
| 21. | S.F.O. Palampur | 951894-230232 | 951894-226944 |
| 22. | S.F.O. Hamirpur | 951972-222533 | 951972-222541 |
| 23. | S.F.O. Solan | 951792-223888 | 951792-223807 |
| 24. | S.T.O. Parwanoo | 951792-233223 | 951792-232329 |
| 25. | S.F.O. Nalagarh | 951795-223294 | 951795-223175 |
| 26. | S.F.O. Baddi | 951795-245352 | 951795-244402 |
| 27. | S.F.O. Una | 951975-238699 | 951975-238511 |

CHAPTER 10

The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

| Sl. No. | Name and Designation | Pay scale/monthly remuneration |
|---------|-------------------------|--------------------------------|
| 1 | Chief Fire Officer | 10025-15100 + Allowances |
| 2. | Divisional Fire Officer | 6400- 10640+ Allowances |
| 3. | Station Officer | 5800-9200+ Allowances |

| | | |
|----|-----------------|-----------------------|
| 4. | Sub Officer | 5480-8925+ Allowances |
| 5. | Leading Fireman | 4550-7220+ Allowances |
| 6. | Driver/Operator | 4020-6200+ Allowances |
| 7. | Fireman | 3120-5160+ Allowances |

CHAPTER 11-A

The budget allocated:

Non Plan Budget 2006-07 :

| Major Head | Activities to be performed | Sanctioned budget | Budget estimate | Revised estimate | Expenditure of the last year |
|---|----------------------------|-------------------|-----------------|------------------|------------------------------|
| 2070-OAS-108 Fire Protection & Control, 01 Hdqs. staff & 02 Distt. staff | Fire Fighting and rescue | 8,29,32,000 | 8,29,32,000 | 8,29,32,000 | 7,88,44,200 |

Plan Budget 2006-07 :

| Name of the Plan scheme | Activities to be under-taken | Date of commencement | Expected date for completion | Amount sanctioned | Amount disbursed/spent |
|-------------------------|------------------------------|----------------------|------------------------------|-------------------|------------------------|
| Machinery & Equipment | | | | Nil | Nil |
| | | | | | |
| | | | | | |

CHAPTER 11-B

The budget allocated for Tribal area:

Non-Plan.

2070-OAS-796 Tribal Sub Plan, 19,21,000

01 Expn. On Fire Station

Plan Machinery & Equipment 3,00,000

CHAPTER 11-C

2059-01-53

4,00,000

Maintenance & Repair

CHAPTER 12

The manner of execution of subsidy program

- Not applicable

CHAPTER 13

Particulars of recipients of concessions, permits or authorizations granted

- Not applicable

CHAPTER 14

Information available in an electronic form

The information on the department will be given on CD/floppy which will be provided by the applicant.

CHAPTER 15

Particulars of facilities available to citizens for obtaining information

| Sl. No. | Facility available | Nature of information available | Working hours |
|---------|---|---|------------------------|
| 1. | H.P.Fire Service Hdqrs. Stokes Place, Shimla-2. | Fire incidents, Fire Prevention, Fire Safety etc. | 1000 hrs. to 1700 hrs. |
| 2. | Library in H.P.Fire Service Hdqrs. Shimla-2. | Books on Fire Fighting and Fire Safety | 1000 hrs. to 1700 hrs. |

CHAPTER 16

Name & designation and other particulars of public information officers

State public information officer

Sh. Anuj Tomar,
Chief Fire Officer,
Himachal Pradesh, Shimla-2.
Tel. No. 0177-2623946 (Off.)
0177-2652790 (Res.)

Asstt. State Public Information Officer

Sh. I. D. Kashyap,
Superintendent Grade-II,
Hdqrs. H. P. Fire Services,
Stokes Place, Shimla-2.
Tel. No. 0177-2623946 (Office)

Annexure**Information in respect of public information officers of Fire Training Centre Baldeyan.****Public Information Officer**

Sh. T.K.Chona,
Divisional Fire Officer,
Fire Training Centre, Baldeyan.
Tel. No. 2740288.

Asstt. Public Information Officer

Sh. Shamsher Singh Pundir,
Sub Fire Officer,
Fire Training Centre,
Baldeyan.

Shimla Fire Division**Public Information Officer**

Sh. Arvind Prashar,
Commandant HG. 3rd Bn. Shimla
Tel No. Office 2623883 Res. 2652790

Asstt. Public Information Officer

Sh. Sher Singh Thapa,
Divisional Fire Officer,
Shimla-171003.

Tel. No. Office 2657087 Res. 2623218

Information in respect of public information officers of Districts level Offices of the Department.

| Sl. No. | Name of Fire Station | Public Information Officer | Tel.No. Office | Tel. No. Res. | Asstt. Public Information Officer | Tel. No. Office | Tel. No. Res. |
|---------|-------------------------------------|--|----------------|---------------|---|-----------------|---------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. | Fire Station Kinnaur at Reckong Peo | Sh.T.C.Chhopal Commandant HG, 1 st Bn. Kinnaur | 951786-222311 | 951786-222344 | Sh. Hari Singh Negi S.F.O. Incharge | 951786-222219 | 951786-222035 |
| 2. | Fire Station Rampur | Sh. Jagmohar. Diwan, Commandant HG 2 nd Bn.Shimla-2. | 2621467 | 98160-03131 | Sh. Chain Ram, SFO Incharge, | 951782-233168 | 951782-233133 |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-----|-------------------------------------|---|--------------------|---------------------|---|---------------|---------------|
| 3. | Fire Station Rohroo | Sh. Jagmohan Diwan, Commandant HG 2 nd Bn. Shimla-2. | 2621467 | 98160-03131 | Sh. Thakur Dutt Sharma, SFO Incharge, | 951781-240130 | 951782-240764 |
| 4. | Fire Station, The Mall Shimla | Sh. Arvind Prashar, Commandant HG 3 rd Bn. Shimla | 2658753 2623883 | 2621909- 2623265 | Sh. Sher Singh Thapa DFO, Shimla Fire Div. Shimla | 2652939 | 2623218 |
| 5. | Fire Station Chhota Shimla | Sh. Arvind Prashar, Commandant HG 3 rd Bn. Shimla | -do- | -do- | Sh. Sher Singh Thapa DFO, Shimla Fire Div. Shimla | 2623269 | 2623218 |
| 6. | Fire Station Tilak Nagar, Shimla-5. | Sh. Arvind Prashar, Commandant HG 3 rd Bn. Shimla | -do- | -do- | Sh. Sher Singh Thapa DFO, Shimla Fire Div. Shimla | 2830664 | 2623218 |
| 7. | Fire Station Nahan | Sh. M.L.Sharma, Commandant HG 4 th Bn. Nahan | 951702-222339 | 951702-222287 | Sh. Dumer Singh, SFO Incharge, | 951702-222500 | 951702-222832 |
| 8. | Fire Station Paonta Sahib | Sh. M.L.Sharma, Commandant HG 4 th Bn. Nahan | 951702-222339 | 951702-222287 | Sh. Bakshi Ram, SFO Incharge, | 951704-224466 | 951704-224465 |
| 9. | Fire Station Bilaspur | Sh. Mohan Lal, Commandant HG 5 th Bn., Bilaspur | 951978-224654 | 951978-222602 | Sh. Udham Chand, SFO, Incharge, | 951978-222227 | 951978-222263 |
| 10. | Fire Station Mandi | Sh. Manoj Shandilya, Commandant HG 6 th Bn., Mandi | 951905-223005 | 951905-235400 | Sh. Sohan Singh Verma, SFO, Incharge, | 951905-222900 | 951905-223219 |
| 11. | Fire Station Kullu | Sh. Netra Kant , Commandant HG 7 th Bn., Kullu, | 951902-222512 | 951902-222279 | Sh. M.S.Sonkhla, Station Fire Officer, | 951902-222345 | 951902-222570 |
| 12. | Fire Station Manali | Sh. Netra Kant , Commandant HG 7 th Bn., Kullu, | -do- | -do- | Sh. Sant Ram, SFO Incharge, | 951902-252222 | 951902-253985 |
| 13. | Fire Station Chamba | Sh. Jitender Kanwar, Commandant HG 8 th Bn., Chamba | 951899-222280 | 951899-222456 | Sh. B.S.Mahal Station Fire Officer, | 951899-222290 | 951899-225115 |
| 14. | Fire Station Dharamshala | Sh. Rakesh Bhardwaj, Commandant HG 9 th Bn., D/shala | 951892-223234 | 951892-222881 | Sh. Kamal Kumar, SFO, Incharge | 951892-224992 | 951892-229499 |
| 15. | Fire Station Kangra | Sh. Rakesh Bhardwaj, Commandant HG 9 th Bn., D/Shala | -do- | -do- | Sh. T.S.Baloria, SFO Incharge, | 951892-264855 | - |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-----|--------------------------|--|-------------------|-------------------|--|-------------------|-------------------|
| 16. | Fire Station Palampur | Commandant HG 9th Bn., D/Shala | 951892- 223234 | 951892- 222881 | Sh. Des Raj Sharma, SFO Incharge | 951894- 230232 | 951894- 226944 |
| 17. | Fire Station Hamirpur | Sh.Kalam Singh, Commandant HG 10 th Bn. Hamirpur | 951972- 222274 | 951972- 222394 | Sh. Rakesh Kumar S.F.O. Incharge | 951972- 222533 | 951972- 222541 |
| 18. | Fire Station Solan | Sh.Baldev Singh Kanwar, Commandant HG 11 th Bn., Solan | 951792- 223845 | 951792- 222326 | Sh. Dalip Singh Thapa, SFO Incharge, | 951792- 223888 | 951792- 223807 |
| 19. | Fire Station Parwanoo | Sh.Baldev Singh Kanwar, Commandant HG 11 th Bn., Solan | -do- | -do- | Sh. Krishan Kumar Station Fire Officer | 951792- 233223 | 951792- 232329 |
| 20. | Fire Station Nalagarh | Sh.Baldev Singh Kanwar, Commandant HG 11 th Bn., Solan | -do- | -do- | Sh. D.S. Gurung, SFO Incharge, | 951795- 223294 | 951795- 223175 |
| 21. | Fire Station Baddi, | Sh.Baldev Singh Kanwar, Commandant HG 11 th Bn., Solan | -do- | -do- | Sh. R.P. Sharma, SFO Incharge, | 951795- 245352 | 951795- 244402 |
| 22. | Fire Station Una | Sh. Rakesh Bhardwaj, Commandant HG. 12 th Bn., Una | 951975- 223345 | 951975- 223618 | Sh. Harbans Lal, SFO Incharge | 951975- 238699 | 951975- 238511 |

Sd/-

Addl. Director General of Police-cum-
Director of Fire Services,
Himachal Pradesh, Shimla-2.